COVID-19 Emergency Operations Center

SOP No: MS-125
Draft Date: 4/8/2022

Standard Operating Procedure

Subject: Handling Incoming Medication at Medical Sheltering Sites

1. **Introduction**
   The purpose of this Standard Operating Procedure (SOP) Is to provide guidance to ensure the safekeeping of incoming medication at Medical Sheltering Sites

2. **Procedure**
   1. Security staff will notify clinical staff of medication arrival.
      - Security staff will not handle any medication.
   2. Clinical staff member will confirm patient name and receive medication
      - Medication will not be accepted if it is not in bottle or box with patient information
   3. Clinical staff member will log medication on patient medical chart
   4. Depending on patient acuity, the clinical staff member may:
      - Deliver medication bottle to patient or
      - Place medication bottle in a resealable bag with patient information. Bag with medication bottle will be placed in a locked safe.